

## Attachment E

### INSTRUCTIONS FOR USING ULS TO REGISTER FRN AND CALL SIGNS WITH FCC AND FILE FCC FORM 601 ELECTRONICALLY

Following are instructions for using the Universal Licensing System (ULS) to electronically receive an FRN (FCC Registration Number), register call signs with the FCC, and file the FCC Form 601. To perform either of these procedures, you must first reach ULS through the Internet (<http://wireless.fcc.gov/uls/>) or through a direct dial-up connection. (Attachment F describes how to establish a direct connection to the FCC Network using the Dial-Up Networking features of Windows 95/98.) Please note that after December 3, 2001, the FRN is mandatory for filing in ULS. See the instructions on Page 2 for complete information.

You may use Netscape Communicator (v. 4.5, 4.51, 4.61, 4.7, 4.75) or Internet Explorer (v. 5.5-6.2) browser software to electronically register and file FCC Form 601 through ULS. You can download Netscape Communicator free of charge by accessing the Netscape download site at <http://home.netscape.com/download/archive.html>. You may also download Internet Explorer at <http://www.microsoft.com/windows/ie/downloads/default.asp>.

#### Conventions

The instructions in this attachment use the following typographical conventions:

- |                           |   |
|---------------------------|---|
| <b>bold</b>               | Represents objects on the screen that you click with the mouse pointer, including buttons, Internet links, icons, tabs, menu items (e.g., <b>Cancel</b> button, <b>Auctions</b> link, <b>Save</b> option in the File menu).                                   |
| <i>italic</i>             | Represents field names or areas of a screen (e.g., <i>Licensee Name</i> field, <i>Applicant Information</i> area of a screen).  |
| <b><i>bold italic</i></b> | Represents characters that you must type exactly as they appear in the instructions. For example, if you are instructed to type <b><i>http://wireless.fcc.gov</i></b> you should type all of the characters shown in bold italic exactly as they are printed. |
| SMALL CAPS                | Represents keys on the keyboard (e.g., ENTER, CTRL, ESC).   |

## Registering FRN and Call Signs with the FCC Electronically

**Important Note:** Please note that beginning December 3, 2001, the FRN (FCC Registration Number) will be mandatory for all filers logging in to ULS. Before filing FCC Form 601 electronically, the applicant must register with CORES and register any call signs with the FCC's Universal Licensing System (ULS). If you have already received your FRN and registered your call signs with the ULS, proceed to the "Filing FCC Form 601 Electronically" instructions.

**Important Note:** FRN became mandatory December 3, 2001, for all parties conducting business with the FCC. The ULS TIN Registration feature has changed to direct users to register with CORES and obtain an FRN. Once you have registered your TIN in CORES you will still need to link to ULS to associate call signs for any existing licenses.

To register an FRN and its associated call signs, do the following:

1. Select one of the following access options:
  - a. Connect to the Internet and start Netscape Communicator or Internet Explorer.
  - b. In the location field of the web browser screen, type *<http://wireless.fcc.gov/uls>*. Then press the ENTER key.

### Dial-Up Access

- a. Use Dial-Up Networking in Windows 95/98 to connect to the FCC Network (see Attachment F).
  - b. Start your web browser. In the location field of the web browser screen, type *<http://wireless.fcc.gov/uls/>*. Then press the ENTER key.
2. Verify that Java and JavaScript are enabled in your web browser preferences. Additionally, the preferences must specify "Accept all cookies." Refer to your web browser Help facility for more information.
3. Once you have accessed the Universal Licensing System home page, click the **Register TIN/Call Sign** button.
4. On the ULS TIN/Call Sign Registration screen, click **Register Now** to select it, then click the **Continue** button. ULS will automatically connect you to the Commission Registration System (CORES) so that you can receive an FRN.
5. On the next screen, identify whether you are registering as a business entity (e.g., corporation, partnership, government entity, etc.) or an individual. Click the desired option to select it, then click the **Continue** button to access the registration form.
6. If you are registering as an Entity, you will be asked for the following information:

- Entity name, EIN (Employer Identification Number), and Type (Private Sector, Federal, State/Local or Foreign). If you choose to leave EIN blank, the system will ask you to provide a reason.
- Business type (if private sector)
- Entity contact information (Organization, Title, Name, Salutation, Country)
- Entity contact address (Street Address, PO Box, City, State, Zip, Email, Phone, and Fax)

7. If you are registering as an Individual, you will be asked for the following information:

- Salutation, Name, Doing Business As or Trading As Name, and Social Security Number. If you choose to leave the SSN blank, the system will ask you to provide a reason.
- Entity contact information (Organization, Title, Name, Salutation, Country)
- Entity contact address (Street Address, PO Box, City, State, Zip, Email, Phone, and Fax)

*Note: Click the **Help** link on any page for additional information on completing your registration with CORES.*

8. After you enter your information, CORES will present you with a screen to review your information – you may modify if necessary by clicking on the appropriate **Modify** button.

9. The Review Information screen will also ask you to specify a password and a password hint.

Basic guidelines for selecting your password:

- Specify a password that you will be able to remember easily. For security purposes, avoid selecting an obvious password that someone else could easily guess, such as spouse's name, child's name, etc.
- Your password must be at least 6 characters but no more than 15 characters.
- You may use letters, numbers, or symbols in your password.
- Write down your password and keep it in a secure place.
- Note that your password is case sensitive. For example, if you specify “station” (lowercase) as your password, you must always enter “station” in lowercase during ULS login. “Station” or “STATION” will not be accepted.

10. Re-enter your password in the *Confirm Password* field. This entry must be an exact replication of the password entered in the *New Password* field.

11. Enter a word or phrase for your *Password Hint*. This is a word or phrase that you select to help you remember your password. For instance, if you select Snappy (your dog's name) as your password, you may want to use ‘my dog’ for a password hint.

12. When you have completed the registration form, click the **Submit Registration** button.
13. A confirmation page screen will then give you your FRN, password, and password hint. You may wish to print this page for further reference.
14. To return to ULS immediately, and associate call signs with your FRN, click on the **ULS** link. At the next screen, click on **Call Sign/ASR Registration**. This will take you to the ULS Call Sign/ASR Registration login screen, already prefilled with your FRN. Enter your password to continue.

**Note:** You may also associate your call signs with your FRN at another time. From the ULS site (<http://wireless.fcc.gov/uls>) click on **Register TIN/Call Sign**, then enter your FRN and password. Select **Update Call Sign/ASR Information**, then click **Continue**.

15. Follow the instructions on the screen to select a call sign entry method. Note: You must use the **Upload Call Signs** option if you have *more than 100 call signs*.

If you do not have any call signs to register, click the **Continue** button.

Click the **Help** button for additional call sign entry instructions.

16. A screen appears requesting you to identify the call signs (if any) to be associated with your FRN. Even though you already have licenses issued by the FCC Wireless Telecommunications Bureau, you must identify to the ULS the call signs that are to be associated with your FRN. After entering your call signs, click the **Submit** button.

17. When your registration has been successfully submitted to the FCC, a confirmation message screen appears: "Your Call Sign/ASR Information Has Been Updated."

**Important:** Your call signs have not been successfully submitted to the ULS unless this confirmation screen appears.

18. From the confirmation screen, click the **Home** button to return to the ULS home page, or the **Registration Menu** button to register more FRNs or call signs.

**Note:** *If the applicant is owned by a Real Party in Interest, the FRN of that entity must also have been registered with the FCC.*

### **Filing FCC Form 601 Electronically**

After the applicant is registered with the FCC, the FCC Form 601 can be filed electronically. Do the following:

1. Select one of the following access options:

Internet Access

- a. Connect to the Internet and start Netscape Communicator.

- b. In the location field of the web browser screen, type ***http://wireless.fcc.gov/uls/*** Then press the ENTER key. This will access the Universal Licensing System home page.

Dial-Up Access

- a. Use Dial-Up Networking in Windows 95/98 to connect to the FCC Network (see Attachment F).

*Note: If your PC is connected to a network, you must use a secure proxy to access the FCC Network. Consult your Network Administrator.*

- b. Start your web browser. In the location field of the web browser screen, type ***http://wireless.fcc.gov/uls/*** then press the ENTER key. This will access the Universal Licensing System home page.

2. Click the **Online Filing** button. **Please read the important notes below regarding Smart Update and online filing using Internet Explorer.**

*Note:* The Online Filing function of ULS utilizes the Smart Update feature of your web browser. Smart Update downloads Java files that will enable your system to communicate securely with ULS. For these files to operate correctly, you must grant permission for these files to be downloaded and installed on your system. Currently, these Java files are only compatible with the Microsoft Windows operating system.

The Smart Update process is completed the first time you enter ULS Online Filing and updates automatically approximately once every two months.

Please also note that a **Java Plug-In** is required for filing certain ULS application purposes, as well as using the Query Download function in ULS License and Application Search. The system automatically will prompt you to download and install the Java Plug-In the first time you file in ULS. Please see <http://wireless.fcc.gov/uls/support/gettingconnected.html> for more information on this feature.

3. At the ULS Online Filing login screen, enter the applicant's FRN (FCC Registration Number) and password **or** Taxpayer Identification Number (TIN), Subgroup Identification Number (SGIN), and Password. Then click on "Continue." If you provide your TIN/SGIN and password we will verify you have a valid FRN or otherwise prompt you to obtain an FRN through the Commission Registration System (CORES).

**Note:** An FRN is required if accessing ULS on or after December 3, 2001. At this point, the ULS login screen will be modified to accept your TIN/SGIN and password **or** your FRN and password. See Attachment D, page 2, for additional information.

4. Click the **Continue** button. If you enter an incorrect FRN, TIN/SGIN, and/or password, an error message will appear. You must then type the correct information and click **Continue** again.
5. After you have entered your FRN or TIN/SGIN and password correctly, you will see one of the following screens:
  - If you have completed applications filed within this business day for non-auctionable applications or within the initial filing window for New auctionable applications, or you have existing incomplete applications, a work-in-progress screen appears listing these applications. You may finish an incomplete application or modify a completed application by clicking on it. Once the application is opened, follow the “Basic Guidelines for Filing Form 601 Online” in Step 8. To create a new application to submit, click the **Select New Filing** button.
  - If you do not have existing incomplete applications or completed applications filed this business day for non-auctionable applications or filed within the filing window for New auctionable applications, a screen appears requesting you to select an application purpose.
6. Click the down-arrow button at the end of the *Purpose of Application* field to obtain the drop-down menu, and click on New for the purpose of filing. Click on **Continue** to proceed.
7. Select the appropriate auction ID **or** radio service code and click on **Continue**.
8. The ULS screens will guide you through the filing process specific to your purpose of application. Basic filing guidelines for filing Form 601 are provided below. See Attachment D for further information on Form 601.

Click the ? (Help) button at any time for specific filing instructions for each application purpose.

*Basic Guidelines for Filing Form 601 Online:*

- Some of the data entry fields on the online application form may be prefilled with information from the Form 175 process for auctionable applications.
- The online application consists of data entry fields as well as “yes or no” questions. You must respond to all of the “yes or no” questions on the application. If you respond Yes to a question, you may be required to file an attachment explaining the specific circumstances (see form for specific instructions).
- An **Attachments** button is provided for uploading attachment files. You are responsible for filing all required attachments.
- If you have entered any incomplete or erroneous information, an Errors screen lists the errors. Click **Return**, make your corrections, then click **Continue** again. You can **Save** your application and complete it at a later date, if necessary. Saved applications must be completed within 30 days. (Applications for auctionable services must be completed within the specific filing window of the auction.)

- Prior to submitting an application, you may click the **Print Preview** button (where available) to create a preview of your completed application.
9. When your application has been successfully submitted to the FCC, a confirmation message screen appears. This screen shows a file number for the application. **Important:** Your application has not been successfully submitted to the FCC unless you have received a file number assigned by the Universal Licensing System.
  10. To print a copy of the submitted application:
    - a. Click the **Print Preview** button to see the formatted version of the application.
 

Note that the file number is at the top of the form. If there is no file number present, this application has not been successfully submitted to the FCC.
    - b. A separate browser window will display the formatted application. Print the application by clicking your browser's **Print** button.
    - b. To return to the confirmation screen, close the Print Preview window
  11. From the confirmation screen, you can click the **Home** button to return to the ULS home page or the **Login** button if you wish to log in again submit another application. The **File Another Application** button will return you to the work-in-progress screen described in Step 6.

### Changing an Application

Once you have submitted an application to the FCC, but the FCC has not yet granted your requested licenses, you can still make changes to that application. Use the Universal Licensing System (ULS) to change a pending application before or after the FCC Form 601 filing deadline, as follows:

- To make changes to a pending application at any time **before the 6:00 P.M. ET filing deadline on December 14, 2001**, perform the preceding Steps 1 through 6. When the screen listing pending applications appears, find the entry for the application you want and click that entry. The pending application will appear, and you can change it and then submit the updated version.
- To make changes to a pending application **after the 6:00 P.M. ET filing deadline on December 14, 2001**, perform the preceding Steps 1 through 6. When the Purpose of Application screen appears, obtain the drop-down menu and select **Amendment**, then click the **Continue** button. On the next screen, obtain the drop-down menu on the *File Number* box, select the file number for the application you want to amend, and then click the **Continue** button. The pending application appears, and you can change it and then submit the amended version.

**Important:** FCC rules contain limitations on filing of major amendments after the **December 14, 2001** deadline that may affect the applicant's legal rights. Acceptance of an amendment by the ULS does not indicate that the amendment is allowed under the rules. Applicants are advised to consult FCC rules in this regard prior to filing an amendment. Once the FCC has granted a request for a license, you can change that license by requesting a modification. To begin, perform the preceding Steps 1 through 6. When the Purpose of Application screen appears, obtain the drop-down menu and select **Modification**,

then click the **Continue** button. On the next screen, obtain the drop-down menu on the *Call Sign* box, select the call sign for the license you want to modify, and then click the **Continue** button.

### **Technical Support**

For technical assistance with installing or using FCC software, contact the FCC Technical Support Hotline at (202) 414-1250 (voice) or (202) 414-1255 (TTY). The FCC Technical Support Hotline generally is available Monday through Friday from 7 a.m. to 10 p.m. ET, and Saturday 8 a.m. to 7:00 p.m. ET, and Sunday 12:00 p.m. to 6 p.m. ET. Closed all government holidays. All calls to the FCC Technical Support Hotline are recorded.